

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, February 3, 2011**

**Mansfield Downtown Partnership, Inc.
1244 Storrs Road**

4:00 PM

Minutes

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Matthew Hart, David Lindsay, Philip Lodewick, Frank McNabb, Toni Moran, Betsy Paterson, Christopher Paulhus, Alex Roe, Steve Rogers, Kristin Schwab, Bill Simpson, Antoinette Webster and David Woods

Staff: Cynthia van Zelm, Lee Cole-Chu

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 pm. The Board welcomed Toni Moran as one of the Town Council representatives to the Partnership Board.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Bill Simpson made a motion to approve the January 6, 2011 Board minutes. Betsy Paterson seconded the motion. The motion was approved unanimously.

4. Director's Report

Cynthia van Zelm said that Winter Fun Day is February 12 from 11 am to 2 pm. She asked if Board members could volunteer and passed around a sign-up sheet.

Ms. van Zelm referred to the list of people that EDR is proposed to meet with regarding assistance with outreach on leasing the apartments. She said the meetings were cancelled due to the weather but are being rescheduled.

5. Review and Consideration of Storrs Center Phases 1A and 1B Zoning Permit application

Steve Bacon, Chair of the Partnership's Planning and Design Committee, reviewed the Partnership's role with respect to review of zoning permits for Storrs Center.

Mr. Bacon said the Storrs Center Special Design District regulations require Mansfield's Director of Planning to review zoning permit applications to ensure they are consistent with the regulations. Prior to the Director of Planning's final review, the Partnership Board holds a public hearing to hear comments on the application. The public hearing must be scheduled within 35 days of receipt of the application. After the hearing, the Board considers any comments and renders an advisory opinion to the Director of Planning. The Director of Planning has 20 days to make his decision on the zoning permit.

The public hearing is tonight at 7 pm at the Bishop Center.

If the Board makes a recommendation to the Director of the Planning that the zoning permit is consistent with the regulations, Board President Philip Lodewick will send a letter to the Director of Planning Gregory Padick.

Ms. van Zelm passed out the Agenda for the Board's February 8 meeting, memo dated Feb. 1, 2011 from BL Companies architect Andy Graves in response to suggested changes from the Partnership's Planning and Design Committee dated February 1, 2011, and a draft motion for the Board with respect to its review of the zoning permit application review (previously sent with the Board packet).

The Board discussed process and agreed that written comments would be considered until 10 am on February 8 to hear any further comments from the public as well as from the Planning and Zoning Commission which is meeting the night of February 7.

Lee Cole-Chu suggested that a copy of all the public comments received be available in the Partnership office.

6. Committee Reports

Advertising and Promotion

Dean Woods said the Advertising and Promotion Committee will meet next week.

Finance and Administration

Tom Callahan said the Partnership and LeylandAlliance development agreement is being revised with a goal for it to be reviewed by the Finance and Administration Committee this month.

Membership Development

Frank McNabb reported that there are currently 266 members who have paid approximately \$13,000 in dues. He thanked Bill Simpson for the opportunity to staff a Partnership table at the Co-op. Mr. McNabb said Committee members also staffed a table at the Community Center for one day. He thought both venues were good opportunities to update people on the Partnership and Storrs Center. Mr. McNabb said there is a lot of interest in the for sale housing.

Mr. McNabb said the Partnership will also have a presence at the UConn men's and women's basketball games at Gampel against Notre Dame.

Mr. McNabb asked Ms. Paterson if information about Storrs Center can be included in an upcoming Town mailing. Ms. Paterson will review.

Nominating

Mr. Lodewick said the Nominating Committee met prior to the Board meeting. He said that Dean Woods' term will be up in June. This also leaves the Advertising and Promotion Committee Chair position open. Committee chairs have to be Board members.

Mr. Lodewick said the Partnership annual meeting is tentatively scheduled for June 9. There was discussion at the Committee level about speakers to invite to the annual meeting.

7. Executive Director Annual Evaluation

Mr. Lodewick passed out evaluation forms for Ms. van Zelm's annual evaluation for the March Board meeting.

8. Adjourn

Dean Woods made a motion to adjourn the meeting. Mr. Callahan seconded the motion. The motion was approved unanimously and the meeting adjourned at 5:30 pm.

Minutes taken by Cynthia van Zelm.